

Criminal Record Check Forms and Instructions

You must complete a fingerprint supported criminal record check before you can be licensed as a Vermont Educator.

You must complete either Process # 1 or # 2

Process # 1 (If you have not had a Vermont Educational Criminal Record Check)

- ☐ Complete the: **REQUEST FOR CRIMINAL RECORD CHECK FORM** (*Notarized*)
- ☐ Complete the: **FINGERPRINT AUTHORIZATION CERTIFICATE FORM** We will validate the “Fingerprint Authorization Certificate” and return it to you. You must bring the certificate with you when you have your fingerprints taken.
- ☐ Send: **Check or money order** for **\$16.50** payable to the VT Department of Public Safety
- ☐ **You must submit the forms and payment with your application.**

Process # 2 (If you have had a Vermont Educational Criminal Record Check)

- ☐ Complete the: **AUTHORIZATION TO RELEASE CRIMINAL RECORD CHECK INFORMATION FORM** If you have been fingerprinted in Vermont for employment in a school in the past. This form must be sent to the Vermont supervisory union where your criminal record check was completed. Please read the instructions on the **Authorization** form carefully to see if you qualify. You **MUST** enclose a copy of this completed form with your application packet.

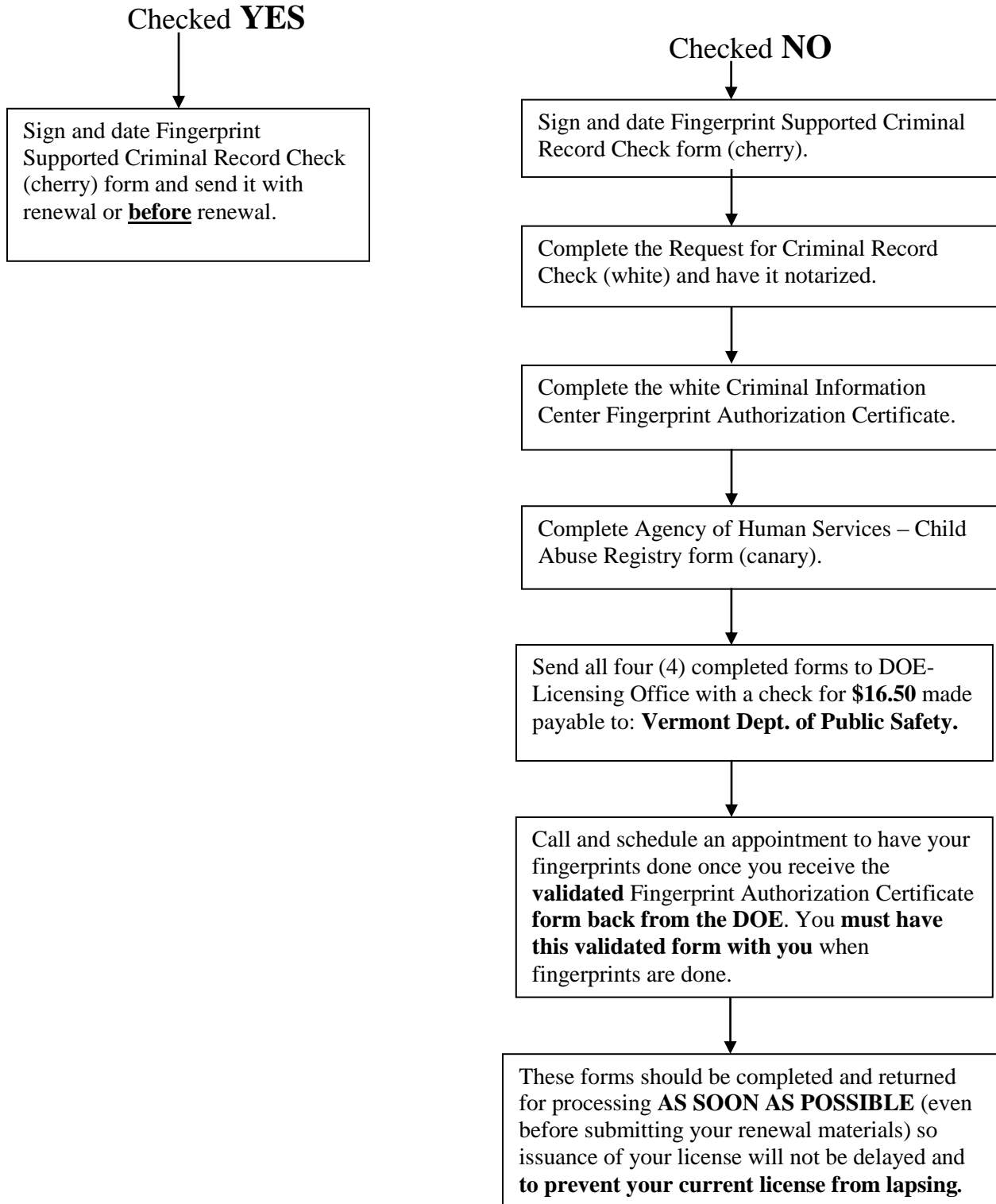
This Packet includes:

1. **Request for Criminal Record Check.** *This form needs to be notarized.*
2. **Vermont Criminal Information Center Fingerprint Authorization Certificate.**
3. **Authorization To Release Criminal Record Check Information Form.**



Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501
(802) 828-2444

CRC Flowchart for Fingerprint Supported Criminal Record Check Form (cherry)



DIRECTIONS FOR COMPLETING REQUEST FOR CRIMINAL RECORD CHECK

The Vermont Legislature permits the Secretary of Education to seek criminal record checks through the FBI and other states where you may have resided or been employed previously, when you apply for initial licensure as a professional educator in Vermont. Pursuant to VSA, Title 16, Chapter 5, Subchapter 4, you will be asked to take the following steps with regard to criminal record background checks at the time you apply for initial licensure. The criminal record check report must be received before you can be issued a license so it is important that you submit these materials with your application. Please allow at least a period of 12 weeks for processing of a FBI record check.

1. Complete the "Request for Criminal Record Check" form. Be sure to answer all questions completely. You must have the form **notarized**.
2. Complete the "Applicant" section of the "Fingerprint Authorization Certificate" and send it with a check for \$16.50 payable to the **Vermont Department of Public Safety**.
3. We will send the completed "Fingerprint Authorization Certificate" back to you. Bring it with you when you have your fingerprints taken.
4. Call your local police department or State Police barracks and find out the procedure for fingerprinting. (Some departments charge a nominal fee; some require an appointment.) **The fingerprinting agency MUST use the Vermont Livescan process or an FBI Applicant card, white with blue print, form number FD-258. Any other card used will be rejected.**
5. After you have your fingerprints taken, the agency that took them will send them along with the "Fingerprint Authorization Certificate" to: VCIC- Criminal Record Checks, 103 South Main St, Waterbury VT, 05671-2101.

Maintenance and Destruction Policy

1. The Vermont Agency of Education will provide applicants with an "Authorization to Release Criminal Record Check Information to the Vermont Agency of Education" form.
2. An applicant has the right to challenge the accuracy of the record by appealing to the Vermont Criminal Information Center at:

State of Vermont Department of Public Safety Vermont Criminal Information Center
103 South Main Street, Waterbury, VT 05671-2101 Phone: (802) 244-8727
3. The Department of Education will use criminal record information received from VCIC for the purpose intended by law and not disclose the contents of criminal record information without the applicant's permission to any person other than the applicant and properly designated employees of the Department who have a documented need to know the contents of the record.
4. The Department of Education will maintain a confidential log of all criminal history requests for three years.
5. At the end of the retention period, logs and requests for records will be destroyed.
6. The Agency of Education's criminal history log and all records relating to requests for criminal records are available to the Vermont Criminal Information Center for audit at least once every two years.
7. Any request for criminal record information or dissemination of criminal history information which is inconsistent with VSA Title 16, Chapter 5, Subchapter 4 or VCIC regulations is a violation of state and federal law.



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VERMONT CRIMINAL INFORMATION CENTER
FINGERPRINT AUTHORIZATION CERTIFICATE

APPLICANT: You must bring this certificate with you to your fingerprinting appointment. Identification Center staff **WILL NOT** submit your fingerprints to VCIC for processing without this form

Agency Code: __00417__

REASON FINGERPRINTED:

☐ Adoption ☒ Education ☐ NCPA-Employment ☐ NCPA-Volunteer ☐ Secretary of State

NAME: _____
Last First Middle

OTHER NAMES USED: _____

DATE OF BIRTH: _____ SSN: _____

PLACE OF BIRTH: _____
Town State Country

TELEPHONE NUMBER: _____

In addition to Vermont I have resided or been employed in the following states: (If applicable, circle appropriate states)

CO HI IL MA MS MT NB NH RI UT WY

Applicant Signature: _____

☐ I certify that the above applicant has paid his or her criminal record check fee.

☐ Our agency is responsible for paying the criminal record check fee. I understand that the Department of Public Safety will bill my agency for this record.

Agency Staff Signature: _____ Date: _____

IDENTIFICATION CENTER USE ONLY:

TVT: _____ Date Printed: _____

IDENT CENTER STAFF – Mail these forms to:

VCIC – 103 S. Main St, Waterbury, VT 05671 Attn: Criminal Record Check Program

APPLICANT INSTRUCTIONS:

1. Complete applicant section of this form.
2. Enclose a check for \$16.50 payable to "VT Department of Public Safety".
3. Send this form and payment along with your "Request For Criminal Record Check" form and your license application to:

Vermont Agency of Education
Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501

4. The Agency of Education will complete our portion of the form and return the form to you.
5. You must then bring this form with you when you have your fingerprints taken.
6. The criminal justice agency that takes your prints will send this form along with your prints to: VCIC – Criminal Record Checks

The fingerprint card MUST be an FBI Applicant card, white with blue print, form number FD-258. Any other card used will be rejected by the FBI.

VERMONT CRIMINAL JUSTICE AGENCY USE ONLY:

☐ Livescan prints sent to VCIC under the CIVIL APPLICANT workflow.

TVT: _____ Date Printed: _____

Please mail these forms once a week to VCIC – 103 S. Main Street, Waterbury VT 05671

☐ Inked prints enclosed in this packet.

DO NOT GIVE THE APPLICANT THEIR FINGERPRINT CARD. Please mail the cards along with these forms to VCIC – 103 S. Main Street, Waterbury VT 05671

CRIMINAL JUSTICE AGENCIES OUTSIDE OF VERMONT:

DO NOT GIVE THE APPLICANT THEIR FINGERPRINT CARD.

**Please mail the fingerprint card and this form to:
VCIC – Criminal Record Checks
103 South Main St.
Waterbury VT 05671**

**Authorization to Release
Criminal Record Check Information
to the Vermont Agency of Education**

The AUTHORIZATION TO RELEASE CRIMINAL RECORD CHECK INFORMATION form may be used in place of the Request for Criminal Record Check form and fingerprinting in the educator licensing process **if you meet the conditions below.**

Criminal Record Check information cannot be forwarded to the Agency of Education without this form.

VERMONT TEACHERS, STUDENT TEACHERS and others who have been fingerprinted for a Vermont school district

To qualify to use this form you must meet both of the following conditions.

- You completed a "Request for Criminal Record Check" form and fingerprinting with a supervisory union, **and**
- There has not been a period of one year or more since the record check during which you have not worked for a Vermont school district or independent school.

YOU MAY USE THE ATTACHED FORM.

You must complete all 4 steps:

1. Complete this form.
2. Make a copy of your completed form.
3. Send the original completed form to the supervisory union that originally processed the criminal record check.
4. Enclose the copy of the completed form in your Application Packet.

ALL OTHERS

- If you never submitted a "Request for Criminal Record Check" form for employment in a Vermont school district, **or**
- Do not qualified under the continuous employment exemption (above conditions) **or**
- You have never had your fingerprints taken for a Vermont school district or independent school

YOU MAY NOT USE THE ATTACHED FORM

You must submit a Request for Criminal Record Check Form and a Fingerprint Authorization Certificate Form with your license application.



120 State Street, Montpelier VT 05620-2501
(p) 802-828-2445 | (f) 802-828-5107

**AUTHORIZATION TO RELEASE
CRIMINAL RECORD CHECK INFORMATION
TO THE VERMONT DEPARTMENT OF EDUCATION**

I, _____, Social Security # _____
(print name)

hereby authorize the Superintendent of the _____
Supervisory Union/District to release the results of the criminal background check that was
conducted for employment purposes to the Vermont Agency of Education – Office of Educator
Licensing and Professional Standards for the purpose of processing my application for initial
educator licensure. I have read and understand the “Maintenance and Destruction Policy” below.

I understand that I am not required to release this information, but voluntarily agree to do so.

(Signature)

(Date)

Maintenance and Destruction Policy

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